



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
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Fifth District

November 05, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

35 November 5, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
FIRE STATION 82 SEWER CONNECTION
CITY OF LA CAÑADA FLINTRIDGE
CATEGORICAL EXEMPTION - ESTABLISH CAPITAL PROJECT
APPROVE PROJECT BUDGET
ADOPT, ADVERTISE, AND AWARD
SPECS. 7284; CAPITAL PROJECT NO. 89041
FIFTH DISTRICT
(3 VOTES)**

SUBJECT

This is a joint recommendation with the Fire Chief to authorize Department of Public Works to proceed with construction of the Fire Station 82 Sewer Connection Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the Fire Station 82 Sewer Connection Project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project No. 89041 with a total Project budget of \$925,000.
3. Adopt plans and specifications for the Fire Station 82 Sewer Connection Project, Capital Project No. 89041.
4. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received and opened on December 3, 2014, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

BIDS: December 3, 2014 at 2:00 p.m.

5. Authorize the Director of Public Works, or her designee, to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$2,200 not-to-exceed fee funded by the existing project funds and to establish the effective date following the Board's approval.
6. Delegate to the Director of Public Works, or her designee, the authority to reject all nonresponsive bids and determine, in accordance with the applicable contract and bid specifications, whether the apparent Lowest Responsive and Responsible Bidder has timely prepared a satisfactory baseline construction schedule that satisfies all conditions for contract award, including the criteria adopted by the Board for the contract award. Upon determination that all such conditions have been satisfied, authorize the Director of Public Works, or her designee, to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder so long as the bid amount does not exceed \$400,000, and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.
7. Authorize the Director of Public Works, or her designee, to carry out the Project, manage, and deliver the construction of the Project on behalf of the Consolidated Fire Protection District; award and execute consultant services agreements, amendments, and supplements related to this Project within the same authority and limits delegated to the Director of Public Work, or her designee, by the Board for County capital projects; to accept the Project; and to release retention upon acceptance.
8. Delegate authority to the Fire Chief to execute any easements required to complete the Project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Fire Station 82 Sewer Connection Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA), adopt the plans and specifications, and authorize the Department of Public Works (Public Works) to solicit bids for construction and proceed with implementation and delivery of the Project. Fire Station 82 is located at 352 Foothill Boulevard, in the City of La Cañada Flintridge.

The proposed Project consists of the installation of a sewer connection and a clarifier with a rain diversion switch for the existing Fire Station 82. The new sewer connection will allow the Fire District to abandon the existing, failing septic system at the fire station. Plans and specifications were completed by an Internal Services Department (ISD), Board-approved, as-needed architectural/engineering design services agreement with Civiltec Engineering, and jurisdictional approvals have been obtained. Adopting plans and specifications; advertising for bids; and delegating to the Director of Public Works, or her designee, the authority to award, execute, and implement a consultant services agreement for the preparation of a baseline construction schedule, and the authority to award and execute a construction contract with the lowest Responsive and Responsible Bidder will allow an accelerated process for delivering the Project.

The proposed consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specifications is critical to successfully manage construction activities by both the contractor and the County. Bid documents provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an acceptable schedule, the Director of Public Works, or her designee, may return to the Board to recommend that the bidder be determined nonresponsive and

recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on that the bidder completing a baseline schedule that conforms to the County's specifications.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Green Building/Sustainable Design Program by installing a clarifier and rain diversion switch, which will lead to cleaner stormwater runoff.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Service Delivery (Goal 3), by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service. The Project will achieve this goal by installing a new sewer connection at the existing Fire Station 82, which will allow the Fire District to abandon the existing failing septic system, and the station to remain operational.

FISCAL IMPACT/FINANCING

The total cost for the proposed Project is currently estimated \$925,000, which includes plans and specifications, construction, change orders, consultant services, miscellaneous expenditures, and County services. Public Works' fair construction cost estimate for the Project is \$400,000, including a 10 percent bid contingency.

Sufficient funds are available in the Fiscal Year 2014-15 Capital Projects/ Refurbishment budget, Capital Project No. 89041, to fully fund the Project. The Project is funded with fund balance from the Fire Department Accumulated Capital Outlay Fund. There is no impact to net County cost.

The proposed Project Schedule and Budget Summary are included in Attachment A.

Operational Budget Impact

There will be no impact to the current operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract will contain terms and conditions supporting the Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy No. 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy No. 5.060, Reporting of Improper Solicitations; Board Policy No. 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy No. 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Applicable law, including the State Public Contract Code, requires the County to award a construction contract to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the lowest cost bid; (2) is deemed by the County to be "responsive" to

specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be “responsible” bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under bid solicitation.

To ensure that the contract is awarded to the apparent Lowest Responsive and Responsible Bidder with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the contractors State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy No. 5.140, the information reported by the bidder will be considered before a contract is awarded.

Per the Board's Civic Art Policy adopted on December 7, 2004, and amended on December 15, 2009, this Project's combined design and construction cost (excluding change orders) are less than \$500,000, and is therefore, exempt from the Civic Arts Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed scope is categorically exempt from the provisions of CEQA in accordance with CEQA Guidelines, Section 15303(d) and Class 3(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The Project includes the installation of a new sewer connection, and is therefore, within a class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board's approval of the Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

A standard contract, in the form previously approved by County Counsel, will be used for construction. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As required by the Board, language has been incorporated into the Project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal Income Tax Law (Federal Income Tax Law, Internal Revenue Service Notice1015).

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As required by the Board on February 3, 1998, this contract opportunity will be listed on the “Doing Business with Us” website.

In addition, prospective bidders will be able to download plans and specifications on Public Works' website, free of charge.

Design and jurisdictional approvals for the Project were carried out by the Los Angeles County Fire Protection District through an ISD Board approved as needed architectural/engineering design services agreement with Civiltec Engineering. Construction administration will be provided by Psomas under a Public Works, Board-approved as-needed design services agreement.

Following receipt of bids and award of the consultant services agreement for the preparation of a baseline construction schedule to the apparent Lowest Responsive and Responsible Bidder, Public Works will award a construction contract in accordance with the authority delegated in this Board letter.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

Participation by Community Business Enterprises (CBE) in the proposed Project is encouraged through Public Works Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the authorized activities. The fire station will remain operational during the installation of the new sewer line.

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Facilities and Asset Management Division; Fire District; and Department of Public Works, Project Management Division II.

The Honorable Board of Supervisors

11/5/2014

Page 6

Respectfully submitted,



WILLIAM T FUJIOKA

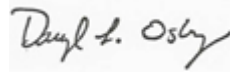
Chief Executive Officer

WTF:SHK:DJT

SW:CY:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Auditor-Controller
Fire
Internal Services
Public Works



DARYL L. OSBY

FIRE CHIEF, FORESTER & FIRE WARDEN

November 5, 2014

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
FIRE STATION 82 SEWER CONNECTION
CITY OF LA CAÑADA FLINTRIDGE
CATEGORICAL EXEMPTION - ESTABLISH CAPITAL PROJECT
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(FIFTH DISTRICT)
(3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Schedule Completion Date
Design Construction Documents Jurisdictional Approvals	06/30/2014* 08/27/2014*
Construction Bid and Award	03/17/2015
Construction Substantial Completion Project Acceptance	09/28/2015 11/9/2015

* Indicates completed activity.

II. PROJECT BUDGET SUMMARY

Budget Category	Total Project Budget
Land Acquisition	\$ 0
Construction	
Low Bid	\$ 364,000
Bid Contingency (10 percent)	\$ 36,000
Change Order (15 percent)	\$ 60,000
Subtotal	\$ 460,000
Equipment	\$ 0
Plans and Specifications	
Plans and Specifications	\$ 100,000
Subtotal	\$ 100,000
Consultant Services	
Cost Estimating	\$ 10,000
Labor Compliance	\$ 17,000
Geotechnical Inspections	\$ 10,000
Deputy Inspections/Materials Testing	\$ 10,000
Subtotal	\$ 47,000
Miscellaneous Expenditures	
Printing/Legal Advertisement	\$ 3,000
Subtotal	\$ 3,000
Jurisdictional Approvals	\$ 0
County Services	
Code Compliance and Quality Control Inspections	\$ 47,000
Contract Administration	\$ 25,000
Project Management	\$ 195,000
Secretarial	\$ 7,000
Document Control	\$ 14,000
Technical Support	\$ 20,000
Contract Recovery	\$ 2,000
ISD Countywide Contract Compliance	\$ 5,000
Subtotal	\$ 315,000
Total	\$ 925,000

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
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PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

OFFICIAL NOTICE

INVITING BIDS

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following project:

<u>SD</u>	<u>PROJECT</u>	<u>BID DOC.</u>	<u>DATE OF BID</u>
		<u>FEE</u>	<u>OPENING</u>
5	Fire Station 82 Sewer Connection	\$75	December 3, 2014

Copies of the project manual and drawings for the project may be downloaded for free from the Public Works website http://dpw.lacounty.gov/go/construction_contracts; or for \$75, a copy may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call Ms. Erayna Chang at (626) 300-2325. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 2 p.m. on December 3, 2014. Bids for the project will be publicly opened, examined, and declared by Public Works at 2:30 p.m. on this date in one of the Main Conference Rooms, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active A license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for the project. The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the work of improvement in accordance with the Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at the Public Works, Architectural Engineering Division, which shall be made available to any interested party upon request.

PREBID CONFERENCE

The Public Works' Project Management Team will hold a prebid conference/site visit on November 13, 2014, at 10:30 a.m., at Fire Station 82 located at 352 Foothill Boulevard, in the City of La Cañada Flintridge, to provide information on the project, bidding process, and answer any questions that the potential bidders may have.

For further directions, please contact Ms. Erayna Chang with the Public Works' Architectural Engineering Division at (626) 300-2325.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Americans with Disabilities Act (ADA) Information



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5:00 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference PM-3.

Información sobre la Ley de Estadounidenses con Discapacidades (ADA)



Individuos que requieran acomodamiento razonable pueden solicitar materiales escritos en formatos alternativos, acomodamiento físico, intérpretes en lenguaje de señas Americano ú otros acomodamientos razonables comunicándose con nuestro Coordinador Departamental de la Ley de Estadounidenses con Discapacidades al (626) 458-4081, de 7:30 a.m. a 5 p.m., lunes a jueves (excluyendo días festivos). Personas con problemas auditivos pueden comunicarse primer marcando al Servicio de Difusión de California al 7-1-1. Solicitudes pueden hacerse por lo menos una semana antes para asegurar disponibilidad. Cuándo se haga una petición razonable para acomodo, por favor mencione PM-3.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated November 5, 2014.

Specs. 7284

SACHI A. HAMAI, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES